

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0082***

**FLSA: Exempt**

**CLASSIFICATION TITLE: ACCOUNTING SUPERVISOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise accounting and accounts payable functions within the Finance Department and serves as project leader in the purchase, design, and implementation of finance-related software systems.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with Generally Accepted Accounting Principles (GAAP) and all applicable codes, laws, rules, regulations, policies and procedures; ensures department documentation is processed per established procedures and within designated timeframes; initiates any actions necessary to correct deviations or violations.

Provides direct supervision and management assistance for accounting and accounts payable functions; manages overall accounting functions; develops and implements accounting systems and procedures.

Compiles, analyzes, and researches financial data and accounting records to communicate financial information to upper management; reviews financial data and reports for accuracy and makes recommendations to upper management for improved efficiencies in department operations.

Evaluates, approves, and makes recommendations for new financial software as needed; writes specifications for system or program enhancements; serves as team leader in the implementation of new financial software and the development of in-house training programs for user departments.

Develops procedural changes to improve accounting, financial, and disbursement systems for approval by upper management.

Designs routine and specialized accounting reports for Finance Department operations or to meet specific management requirements; prepares interim financial statements and other financial summaries as requested for bond issues, management analysis, or other purposes.

Approves changes to chart of accounts; authorizes additions, deletions, and changes as appropriate.

Resolves inter-/intra-departmental system problems, procedural problems or other problems associated with processing of accounting and disbursement transactions.

Reviews, prepares, corrects, and approves payment documents and collection reports for all funds; ensures compliance with established procedures.

Reviews daily reports and monthly ledgers for accuracy; directs errors or discrepancies to appropriate staff for correction.

Prepares journal entries as needed to correct errors, reclassify revenues/expenditures, or otherwise properly record financial transactions; reviews and approves journal entries prepared by budget analysts, accountants, and internal auditors.

Monitors and reviews travel advances and travel expense reports for adherence with travel policy.

Assists external auditors with annual financial audits; prepares schedules, financial reports, and data as required for preparation of the Comprehensive Annual Financial Report (CAFR); provides explanatory evidence (verbal and/or documented) for clarification of audit issues and concerns as necessary.

Oversees year-end closing of accounting records.

Compiles and/or monitors statistical data; makes applicable calculations; analyzes data and identifies trends; prepares/generates statistical analysis reports; maintains records.

Prepares or completes various forms, reports, correspondence, financial reports, summary reports, revenue statements, expenditure statements, statistical analyses, performance appraisals, or other documents.

Receives various forms, reports, correspondence, accounting system control reports, financial management reports, invoice selection registers, deposit slips, warrant vouchers, collection reports, travel advance forms, expense reports, laws, accounting principles, policies, procedures, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial/accounting, desktop publishing, or other software programs.

Communicates with supervisor, employees, other departments, city officials, accounting professionals, auditors, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Supervises and/or assists with preparation of collection reports.

Supervises and/or assists with review of warrant vouchers.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Information Technology, or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible municipal accounting and system analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.